

Minutes of the Council Meeting held 02/03/23, 19:30 at Witheridge Parish Hall

- Provision of a Skatepark at the Adventure Playground.
- Improvement or Enhancement of Tennis Club facilities.
- Improvement or Enhancement of Parish Hall facilities.

The Chairman queried what had happened to the information that was to be forwarded to the clerk for passing to parish cllrs as agreed at the February meeting. Cllr Yabsley reiterated the pressure and deadline put on him and stated it was his responsibility to identify projects.

Cllr Searles stated one of the main objections last time around [previous Section 106 Open space discussions] was that the parish council had not been involved in making these decisions and it would appear this was being done again; Cllr Searles stated, supported by the Chairman and Cllr Dorow, it was the council's understanding this was to be discussed under agenda item 7.5 as agreed at the February meeting. Cllr Yabsley queried what had he missed to which Cllr Searles stated he and others would have liked to have had some input into determining the projects.

The Chairman asked if it was too late for the parish council to add its input or had it missed the boat and Cllr Yabsley said the parish council had missed the boat. The Chairman stated it would have been an idea to have contacted parish councillors before responding but Cllr Yabsley said he was under pressure to respond and that is the position we were now presented with. Cllr Yabsley confirmed when questioned the original request to him from the District Officer was a while ago and indicated he had asked the Officer to contact the parish council direct but this was old this was no longer the process.

Cllr Smith requested an update on the proposed accessibility project to improve the Bow / Trafalgar Square area. Cllr Yabsley stated no further update and the Traffic Order for West Street had been deleted and would not happen. Cllr Yabsley stated he would try and get an update on the accessibility works.

The Chairman requested an update on the discussion outcome with Cllr Squires concerning the B3137 in the neighbouring parish following the February meeting. Cllr Yabsley stated he could not see any significant issues with the road and cllrs should report any arising direct to Highways.

The Chairman reported the emergency North Devon Link Road overnight closures for planned gulley cleaning diverting traffic through Witheridge.

4. Minutes.

4.1. 02/02/23. To sign if approved, minutes of the Council.

RESOLVED: Cllr Northam proposed, Cllr Dorow seconded and all were in favour approval.

5. To consider Code of Conduct Matters:-

5.1. Written councillor dispensation requests arising.

None.

5.2. Declarations of Interests not declared in the Register of Interests.

Agenda	Councillor	Type	Reason	Dispensation
	None			

6. To consider the following Planning Matters.

6.1. Planning applications received following agenda publication.

None.

6.2. Enforcement Issues Arising.

Issues concerning the maintenance of the Cannington Road Open Space bordering Drayford Lane residences were raised. ***District Cllr Yabsley to action.***

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7. To consider the following Finance & Policy matters:-**7.1. Finance update circulated to councillors' for review.**

RESOLVED: Cllr Dorow proposed, Cllr Martin seconded and all were in favour to note 01/03/23 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct signatories.

RESOLVED: Cllr Smith proposed, Cllr Dorow seconded and all were in favour settlement accounts 7.2.1 through 7.2.12, clerk to setup online payments, Chairman to authorise. **Chairman and clerk to action.**

7.3. Parish Council 2023/24 Precept Referendum Principles.

It was noted the Local Government Finance Settlement 2023/24 section 2.4 Council Tax Referendum Thresholds dated 07/02/23 concurred "For Mayoral Combined Authorities and parish and town councils, no referendum principles".

7.4. Insurance Claim against Parish Council.

The clerk reported receipt of a legal letter from solicitors representing their client dated 03/02/23 making a claim for injury on ice in the Square had been received and passed to the council's insurers in accordance with the policy terms and conditions. The council insurer appointed legal representation and following investigation the claim was rejected.

The Chairman expressed the incident vindicated the parish council's decision not to participate in the DCC Snow Warden Scheme.

7.5. Section 106 Open Space Contribution Projects.

After an initial discussion it was agreed to hold a separate dedicated meeting. The Chairman suggested meeting in a fortnight, the clerk sought confirmation of availability, Teams was suggested and the clerk advised virtual council meetings were no longer legal. The Chairman clarified it did not need to be a Thursday and suggested a Monday and Cllr Smith confirmed the Committee Room's availability. It was agreed to meet 13/03/23 19:30 Parish Hall Committee Room. **Clerk to action.**

8. To consider the following Property/Environment matters:-**8.1. Highways, Drainage & Public Rights of Ways Issues.**

<https://devon.roadworks.org/> | <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

(P3 Survey submission outstanding).

The Chairman sought an update on the Rackenford Road drains past Hole Farm, Cllr Yabsley replied none.

8.2. Willow Rise Northern Public Open Space (NPos) Transfer & Partial Leaseback.

- **Solicitor appointment.**

Correspondence dated 02/03/23 was read by the clerk, commented on and noted. It was agreed the Chairman and Vice-Chairman would sign the associated legal documents. **Clerk to action.**

- **Roadside hedge cutting.**

The Chairman confirmed as part of the NPos transfer the reduction in height and trimming of the roadside hedge had been conditioned during the site meeting with Allison Homes.

- **Playground access path across NPos.**

The Chairman reported correspondence seeking permission from Allison Homes to proceed with the new playground path across the NPos to join the Willow Rise pavement in advance of the NPos transfer completion.

8.3. Playgrounds.**8.3.1. Adventure Playground Refurbishment.**

- **Kompan JCT Contract Response.**

Correspondence dated 16/02/23 confirmed Kompan would sign, however to date it was outstanding.

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- **Kompan Method Statement & Risk Assessment.**

Correspondence dated 17/02/23 was noted.

Correspondence dated 22/02/23 detailing Post Installation Report quotation accepted under delegation was noted with no issues. **Clerk to action.**

Correspondence dated 23/02/23 from Allison Homes confirmed path build could proceed across NPos was noted. **Clerk to action.**

Correspondence dated 01/03/23 from insurers detailing additional premium for cover in respect of the refurbishment was discussed and it was agreed the combined sum insured for all the playgrounds should be set at £250000. **Clerk to action.**

8.3.2. Parish Hall Playground Railings.

The 06/03/23 NDC Strategy & Resources Committee Report detailing Section 106 funding bid was noted. A second quote had been requested for comparison.

8.3.3. Skateramp repairs – update.

The Chairman reported quote outstanding. **Cllr Dorow to follow up.**

8.4. Public Toilet Block.**8.4.1. Wallgate – Service engineer report.**

Report dated 01/02/23 noted.

8.4.2. Minor repair works update.

The Chairman reported the works were due to start week commencing 06/03/23.

8.5. Drayford Green – Tree Survey & Works.

Correspondence dated 08/02/23 was reported and noted. **Clerk to follow up.**

8.6. Noticeboards – maintenance requirements.

It was agreed to obtain quotes for the painting of the noticeboards. **Chairman to action.**

8.7. Parish Clock – works update.

Correspondence dated 23/02/23 was noted. **Clerk to obtain quote for additional electrical socket.**

8.8. Recycling & Refuse Collection Issues.

Cllr Smith stated the previously outlined procedure by Cllr Yabsley whereby it was possible to contact NDC with missed collections and NDC could contact the round's driver immediately to return was not a reality. Cllr Smith endeavoured to ring NDC with the lorry in sight and was categorically told they could not contact the driver and a formal report had to be raised.

8.9. Village Litter Pick 11/03/23 to include 1st Aider Training consideration.

RESOLVED: Cllr Northam proposed, Cllr Martin seconded and all approved:-

- Litter Pick event.
- Funding 1st Aider Training for Cllr Richardson. **Clerk to action.**

9. Correspondence / Consultations Received for consideration:-**9.1. Resident – Fence maintenance to rear of Drayford Lane properties.**

Correspondence dated 01/02/23 was noted and dealt with under item 6.2.

9.2. Resident – Hedgerow maintenance open space opposite Medical Centre.

Correspondence dated 01/02/23 was noted. The clerk reported on inspection the work had been completed.

9.3. Resident – Defibrillator access.

Correspondence dated 13/02/23 was noted. Councillors considered the lighting for access was good and agreed to pass the issues raised in respect of code access to the Community Heartbeat Foundation for investigation. **Cllr Northam to action.**

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9.4. DCC – Devon Resilience Innovation Programme response to river monitoring.

Correspondence dated 15/02/23 was noted. The Chairman reported she would attend the 10/03/23 exhibition.

9.5. NDC – May 2023 Parish Council Elections.

Correspondence dated 31/01/23 was noted and 10 copies of Nomination Papers had been requested, however in due course Nomination Papers and election Instructions would be provided on the District Council website. The clerk agreed if received he would bring the Nomination Papers to the 13/03/23 council meeting. **Clerk to action.**

10. Dates of Next meetings recommended:-

10.1. Annual Parish Meeting – 06/04/23 19:00.

Noted.

10.2. Parish Council – 06/04/23 19:30 – agenda deadline noon 24/03/23.

Noted, corrected dated 24/03/23.

10.3. Agenda Items for consideration by the next meeting.

Noted.

Meeting closed 21:00.

Payments

Item	Chq Ref	Payee	Purpose	£
7.2.1.	OB	Source for Business	Water & Sewerage 02/02/23	97.10
7.2.2.	OB	Witheridge Rest A While Day Centre	Grant	300.00
7.2.3.	OB	S Sandland	Public Toilet Management Contract	300.00
** Staff Salaries & Expenses **				
7.2.4.		Redacted under GDPR	Total	1134.13
7.2.5.				
7.2.6.				
7.2.7.				
7.2.8.				
To Ratify:-				
7.2.9.	OB	The Community Heartbeat Foundation	Annual Support Costs 2023 - *091	151.20
7.2.10.	CC	Amazon	Printer Toner - *AEUI	55.90
7.2.11.	CC	Information Commissioner	Data Protection Annual Registration Fee - 2023	40.00

Invoices Received after Agenda compilation - To Be Ratified

7.2.12.	OB	Wicksteed Ltd	Qtly Inspection Reports *858	206.40
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SO – Standing Order | DD – Direct Debit | OB – Online Banking* | CC – Charge Card

Receipts

Tenant	Rent	191.66
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Signed:

Chairman.

Date: